YAKAMA NATION PERSONNEL DEPARTMENT
JOB ANNOUNCEMENT

Announcement #   **2015-109**   **Issue Date:**   **05-27-15**   **Closing Date:**   **06-19-15**

<u>**GIS Specialist**</u>
<u>**Geographic Information Systems (GIS)**</u>
<u>**Department of Natural Resources**</u>
<u>**Hourly Wage: $17.70/Regular/Full-Time**</u>

Incumbent is responsible to coordinate geographic database management activities with other programs and is actively involved in on-going development, maintenance, and administration of the GIS. Works closely with personnel of diverse professional backgrounds to provide assistance in developing GIS applications specific to their professional fields. Conducts local hands-on training for tribal GIS users on limited topics, current needs, and activities such as data entry and basic data manipulation techniques. Is responsible for periodic ARC Macro Language programming and technical database development activities such as database design and modification, data entry, analysis, and display.

<u>**Knowledge, Skills and Abilities:**</u>
- Knowledge of and proficient in use of ARC/INFO GIS software both micro & mini computer platforms.
- Knowledge of and proficient in use of computer systems operation under Windows 98, Windows Server.
- Knowledge of, or familiar with, computers systems operating under UNIX.
- Knowledge of, or experience using ARC/Info TIN and GRID software modules, or similar software.
- Ability to utilize experience in computer networking.
- Ability to use standard database management software, dBase and Henco INFO software.
- Ability to work productively with people of diverse cultural, academic, and educational backgrounds.
- Ability to do basic macro language programming, preferably ARC macro language.
- Ability to adapt and learn to use new software packages and hardware, and to devise and learn new ways to accomplish tasks.
- Ability to read and understand technical manuals.
- Ability to write clearly and explain technical operations in layman's terms.
- Ability to work independently on complex projects.
- Ability to work productively as a team player.

<u>**General Recruiting Indicators:**</u>
- AA degree is required in GIS, Computer Science, Cartography, or similar fields AND two years work experience in comparable position. OR,
- High School Diploma Required AND three years professional work experience in GIS ESRI Arc/GIS, competency in data processing, data standards and basic to mid-level analysis and mapping skills. Desire 3-6 years professional work experience in environmental, water resources, planning or engineering services.
- BS degree in GIS-related field or science/engineering is preferred but not required.

<u>**Necessary Special Requirements:**</u>
- Required to pass a pre-employment drug and alcohol test.
- Required to attend formal ArcGIS classes.